

## **Read this first if you are installing Word Pro 97 for Windows 3.1**

This file contains the following updated and new information about Lotus® Word Pro™ 97 for Windows 3.1:

- Checking your package
- System requirements
- Installation information
- Support information
- New features
- Notes and updates to the product
- Tips and tricks for using Word Pro
- Macro and Script information
- EXTRAS

### **Checking your package**

Before you install Word Pro, take time now to check the CD and documentation in your Word Pro for Windows package. If your package is not complete, refer to “Missing or Defective Components” in the *Lotus Customer Support Guide*.

### **Disks**

If your Word Pro package is a Node Edition, it does not contain a CD-ROM. Please contact your system administrator for further information. If your computer does not have a CD-ROM, Lotus will provide you with a diskette version at not charge. For information, refer to “Media Exchange” in the Lotus Customer Support Guide.

### **Documentation**

Your Word Pro package should contain this documentation:

- *Exploring Lotus Word Pro*
- Lotus Customer Support Guide
- Lotus Warranty Registration Card
- Lotus Software Agreements

## **System Requirements**

This section describes the hardware, system software, memory, and disk space requirements for using Word Pro on a stand-alone computer or on a network.

### **Hardware**

Word Pro requires the following hardware:

- An 80486 or higher computer certified for use with Microsoft® Windows Version 3.1
- A VGA or super VGA graphics card compatible with Microsoft Windows Version 3.1
- A Microsoft Windows-compatible mouse, recommended but not required
- One CD-ROM drive, if your software was provided on CD-ROM

### **System software**

You must have Microsoft Windows Version 3.1 or higher and DOS Version 3.1 or higher installed on your computer to use Word Pro.

### **Memory**

Word Pro requires a minimum of 8MB of RAM. 16MB is recommended if you are using multiple applications (including Lotus SmartSuite) at the same time, or if you are creating long, complex, or graphics-intensive documents.

### **Disk space**

Word Pro requires a minimum of 17MB of available hard disk space. Depending upon the options you choose to install, you may need up to 48MB of available hard disk space. You will also need at least an additional 10MB for the temporary files Word Pro creates.

## Installing Word Pro

The Install program transfers the Word Pro application files to your hard disk or to the network server. All stand-alone and network installation information is available online:

- You can access the information by choosing the Help command button or by pressing F1 in the dialog boxes.
- You can print any Help topic by choosing File/Print Topic when the topic is displayed in the Help window.
- You can close the Help window and return to the dialog box by choosing File/Exit or pressing ESC.

**Tip:** If you display the Installation Help Contents topic, you can view a list of all the Help topics. You can then choose the topics you want to display and print.

You can read or print online information before you actually install Word Pro. Start the installation, choose the Help command button the first time it appears, display and print the desired Help topics, and then exit the Help window. You can proceed with the installation or exit the Install program by choosing the Exit Install command button.

### Deciding on the type of installation

The complete installation of Word Pro with all features, text, graphic filters, and online help requires 58MB of disk space. Since most users do not need all features, Word Pro offers several options for installation.

#### All Features - Automatic Install

This option installs all features needed to run Word Pro.

**Note:** This installation does not include the following: international dictionaries, grammar checkers, or thesauruses, or Word Pro LotusScript object model help.

#### Minimum Features - Automatic Install

This option installs the minimum feature set necessary to run Word Pro. It is designed for users with minimum disk space. The following Word Pro components are not installed using this option:

- Lotus Dialog Editor
- Drawing
- Charting
- Equation Editor
- The Lotus Expert
- Online Help
- Database filters
- Most Graphic filters (except .BMP, .TIF, and .WMF)
- Spreadsheet filters
- Most word processing filters
- Grammar checking
- Thesaurus

#### Customize Features - Manual Install

This option lets you choose the specific Word Pro functions and filters you would like to install. You can also use this option after you install Word Pro for the first time to add more features. An explanation of each feature is displayed in the installation dialog box when you select it.

## To install over a prior release of Ami Pro

By default, Word Pro installs into a \WORDPRO directory. It will not overwrite any Ami Pro program files. To make editing of your existing Ami Pro files easier, Lotus suggests that you use Windows File Manager or DOS to copy all the style sheets in your \AMIPRO\STYLES directory to the \WORDPRO\SMASTERS directory after you complete the installation. You may also wish to copy the contents of your \AMIPRO\DRAWSYM directory to your \WORDPRO\GRAPHICS directory if you want to use the clip art provided with Ami Pro in Word Pro.

## To start the installation

To install on a network, login as the network supervisor before you begin.

1. Insert the CD-ROM into the appropriate drive.
2. Start Windows and open Program Manager.
3. Choose File/Run.
4. Type X:\INSTALL (where X: is the letter of your CD-ROM drive).
5. Click OK.
6. Specify the desired options in the dialog boxes:
  - Whether you want to install Word Pro on a stand-alone computer or a file server
  - The type of installation you want to perform—All features - Automatic install, Minimum features - Automatic install, or Customize features - Manual install
  - The drive and directory where you want to install Word Pro

**Tip:** For information about the types of installation, choose the Help button in the Install Choices dialog box.

## Using SHARE.EXE with Windows 3.1

If you are using Windows 3.1, Lotus recommends you modify the AUTOEXEC.BAT file to install SHARE.EXE when you start your computer. The SHARE.EXE command provides support for file locking on networks, and for using OLE 2. The installation program does not automatically install SHARE.EXE.

## To modify your AUTOEXEC.BAT file

1. From Windows Program Manager choose File - Run.
2. Type **notepad c:\autoexec.bat**, and click OK.
3. Look at the file, and determine if there is a line in the file which loads SHARE.EXE. It will probably look like "C:\DOS\SHARE.EXE"
4. If you do not have a line that already loads SHARE.EXE, add the following line to your AUTOEXEC.BAT file:  
**5. C:\DOS\SHARE /L:500 /F:5100**
6. The line should be added after your PATH statement, but before any command that loads Windows. If DOS is in a location other than C:\DOS, modify the path to point to the location where SHARE is located on your computer.
7. If you already have a line in your AUTOEXEC.BAT file which loads SHARE, make sure that it has a /L and a /F parameter as part of the statement. If the numbers following the parameters are greater than or equal to those in the line above, you do not need to do anything. If they are smaller, or if they do not exist, modify the line to reflect the above values.
8. Choose File - Exit, then click Yes to save your changes.
9. Exit Windows, then restart your computer to begin using SHARE.EXE.

## To install on a network

Complete information about installing Word Pro '97 for Windows 3.1 on a network is available in the READNET.TXT file located in the \WIN31 directory of the CD-ROM. This information is also located in the Installation Help.

Login as the network supervisor, choose Install Word Pro as server, and specify the network drive and directory where you want to install Word Pro. You should also specify the number of Word Pro licenses.

When the network server installation is complete, you should use the INSTALL.EXE file (located in the Word Pro directory) to automate the process of setting up user nodes. Simply run the INSTALL.EXE program from each workstation.

## **Available support**

### **Telephone numbers**

For all PC desktop products, call Customer service: 1-800-343-5414, or Technical Support for all Windows Desktop applications: 1-508-988-2500.

Monday - Friday 8:00 a.m. - 8:00 p.m. (Eastern time).

### **Lotus Customer Support**

You can access available customer support numbers in your country by following the instructions below.

1. Choose Help - Help Topics in Word Pro.
2. Click Customer Support.
3. Click the desired country.

### **Support from CompuServe**

If you subscribe to CompuServe, you can download updated LotusScript Help and other information. In CompuServe, visit the Word Pro forum (type "GO WORDPRO").

### **Support on the Internet**

If you have an Internet connection, you can download updated LotusScript Help and other information from the Lotus support web page. To access the Lotus web page, your computer should have a WinSock-based connection to the Internet. Follow the directions provided with your browser for downloading files. The web site is located at:

**<http://www2.support.lotus.com/ftp/pub/desktop/wordpro>**

You can access the same material using an FTP client program. The FTP site is located at:

**<ftp://ftp.support.lotus.com>**

You can find more information about Lotus products and upgrades by going to the Lotus home page. The Lotus web site is located at:

**<http://www.lotus.com>**

## **New Features for Word Pro 97**

- Booklet printing (Booklets)
- Cross References (Cross References)
- Web page SmartMaster templates (Web pages, selecting SmartMaster)
- Linked frames (Linked Frames)
- Open & Save to Notes (Lotus Notes)
- Watermarks (Watermarks, overview)
- Web Page Authoring (Web page, overviews)

For more information about these features, choose Help - Help Topics, click the Search button, type the keywords (above in parentheses) in the box, and click Show Topics. Select the desired topic and click Go To.

## Notes and Updates

The following information about Word Pro is not included in the online Help.

### New Word Pro 97 File Format

Although Word Pro 97 still uses the .LWP file extension for saved files, it uses a new file format. When Word Pro 97 opens a document that was saved with the Word Pro 96 format, it checks to verify the consistency of the document. If a consistency error is found, Word Pro displays a message asking you to save the file with the new Word Pro 97 file format.

If you are using both Word Pro 96 and Word Pro 97, be aware of the following:

- If you save a document in Word Pro 97, you cannot open the document in Word Pro 96 unless you save it with the Word Pro 96 file format.
- You can save a document in Word Pro 97 using the Word Pro 96 format by choosing File - Save As, and selecting "Lotus Word Pro 96" in the "List files of type" box.
- If you save a document in Word Pro 97, the default file type is .LWP for Word Pro '97.

### Using Word Pro with multiple languages

#### User dictionaries for language versions

You can select specific languages for your user dictionaries. Unlike the main dictionaries which come with Word Pro, the same user dictionary is used within each language type. An example of a language type is English. Variations of this type include American, British English, Australian, and British IZE. Although Word Pro has separate main dictionaries for each language, the user dictionary specified for one of these languages is used for all of them.

### TeamMail

If you are using Lotus Notes® as your e-mail application, you can use TeamMail to send selected text in your document out as e-mail. Because DDE only works with Notes, this option is not available with other e-mail applications.

#### To send selected text through TeamMail

1. Select the text you want to send in the Word Pro document.
2. Choose File - TeamMail.
3. Select "Message with current selection's text as message body."
4. Click OK.
5. Type your password and click OK.
6. Make the desired selections in the TeamMail dialog box.
7. Click Send.

When a Lotus Mail application (cc:Mail or Notes) is properly installed, it writes all the needed registration information into the WIN.INI file. TeamMail references these lines to determine which mail application is installed and where it is located. If you did not install a full version of Notes or cc:Mail, it is likely that TeamMail won't work. If you are experiencing any problems running TeamMail, you can check the WIN.INI file for the following lines.

#### Using TeamMail with Notes v3 or v4:

Notes requires the following lines in the WIN.INI file:

```
[LotusMail]
Program=<path to notes files>\notes.exe NoDialogs
Application=notes
```

#### Using TeamMail with cc:Mail 2.x:

cc:Mail 2.x requires the following lines in the WIN.INI file:



```
[LotusMail]
Program=<path to ccmail files>\wmail.exe SENDMAIL
Application=wmail
```

**Note:** Word Pro requires the path to the mail program to be listed in the AUTOEXEC.BAT file. If the mail program is not working properly, check the AUTOEXEC.BAT file and make sure that the path to the cc:Mail program is listed correctly.

### **Using OLE 2 applications with embedded objects**

When you launch an OLE 2 embedded object (either by double-clicking on the object, or by choosing the object's context sensitive menu and choosing Edit), Word Pro launches the application "in place," and allows you to modify the object. When you have completed modifications, the server application remains in memory, even though it no longer displays. If you are working on a computer with a limited amount of memory, you can close the document after editing the object (which also closes the server application), or you can launch a separate instance of the object instead of editing it "in place."

### **To launch an application as a separate instance**

1. Select the object.
2. Choose the object's context sensitive menu.
3. For example, if the object is a Lotus 1-2-3® 97 Workbook, choose the Workbook menu. Then choose Edit - Object.
4. Choose Open.
5. When you finish making changes, close the application to copy the changes back to your document, and release the application from memory.

### **Using Ami Pro and Word Pro at the same time**

You may need to use both Ami Pro and Word Pro at the same time. You can run them without any conflicts, unless you are using embedded objects in other applications.

If you have embedded Ami Pro objects in other applications (for example, in Lotus Notes), Word Pro edits and saves these objects when you launch them. When changes are saved back to the container application, the changes are saved in the Ami Pro format and can be edited by users who have Ami Pro installed.

You can convert embedded Ami Pro objects to Word Pro objects by modifying the Windows Registry. Word Pro can then update embedded Ami Pro objects and convert them to the Word Pro format when they are launched by the parent application. For information about converting objects, contact Lotus Customer Support. (For information about the Customer Support number for your country, see the Support section in this file.)

**Caution:** Once you convert Ami Pro embedded objects to the Word Pro format, the objects are no longer editable in Ami Pro. If you are still using Ami Pro in your organization, or if you expect to send documents containing embedded Ami Pro objects to Ami Pro users, Lotus advises you not to modify the registration database.

## Word Pro tips

The following tips are provided by the Lotus Customer Support department.

### *How can you determine the name and location of linked graphic files?*

1. Choose View - Set View Preferences.
2. Click the Show tab.
3. Deselect the "Show graphics" check box.
4. Click OK.

Word Pro displays an "X" in the graphic frame and shows the path and filename of the linked graphic image.

### *A common page numbering format includes the total number of pages after the page number, for example, "Page X of XX", where 'X' is the number of that page and 'XX' is the total number of pages in the document. How can you implement this type of page numbering in Word Pro?*

You can display page numbers, such as "Page X of 15" in a 15 page document, by following these steps:

1. Place the insertion point in the header or footer.
2. Choose Text - Insert Page Number.
3. Type **Page** and a space in the "Text before" box.
4. Type a space followed by **of** in the "Text after" box.
5. Choose the desired number style and numbering options and click OK. Word Pro displays "Page X of" in your document.
6. Place the insertion point after the word "of" and press the spacebar once.
7. Choose Text - Insert Other - Power/Doc. Field.
8. Select "Power Field."
9. Select "NumPages" in the "Field name" box.
10. Click Insert. Word Pro adds the total number of pages in the document.

To update the total number of pages after pages have been added or removed, place the insertion point in the "NumPages" field, click the right mouse button, and choose Update Field.

### *How can you temporarily type beyond the left and right page margins of a document (also known as a "margin release")?*

Choose View - Show/Hide - Ruler. On the ruler, drag the left margin indicator (bar at the left margin) or one of the indentation indicators (triangles at the left margin) anywhere between the current margin and the edge of the page. You can now type past the margins.

If you need to release the left margin repeatedly, or you want to create a style that uses a margin release, you can set a negative indent for a paragraph.

1. Place the insertion point in the paragraph you want to modify.
2. Choose Text - Text Properties.
3. Click the Alignment tab.
4. Specify a negative value in the “Indent from margin” box.
5. If you only want to use a negative indent for certain lines of the paragraph, click Options, make the changes in the appropriate boxes, and click OK.

***What are some helpful hints to reduce the size of documents?***

Below are five helpful hints to decrease the size of documents in Word Pro.

- *Make sure Word Pro is saving files in a format optimized for smaller files.*

When you use this format, displaying and saving files takes slightly longer, but the amount of disk space required is greatly reduced. Choose File - User Setup - Word Pro Preferences, deselect “Small file format” in the “Disable” box, and click OK.

- *Don't embed fonts within the file.*

Most of the time, embedding fonts in the file is not needed. Choose File - Document Properties - Document, click the Options tab, deselect “Embed fonts in document,” and click OK.

- *Remove unneeded paragraph styles from the document.*

If you're only using one paragraph style in a document, you may save a few kilobytes of space by removing the other paragraph styles. Place the insertion point in the document text, choose Text - Named Styles - Manage, select the paragraph style or styles you don't need, click Delete, click Yes, and click Close.

- *Use sections rather than divisions, if possible.*

Each division is a mini-document, with its own styles, page layout, and other formatting information so it requires additional disk space. If you want the information in the division to have the same format as the rest of the document, consider using a section. A section shares formatting information with the rest of the document.

- *Disable the “Save Graphics for Fast Display” option.*

Choose File - User Setup - Word Pro Preferences, click the General tab, in the Disable box deselect “Fast graphic display,” and click OK. Graphics within the document may take a little longer to display, but the amount of space saved could be great, depending on the original size of the graphic.

***After making changes in the InfoBox, how can you go back to the document without using the mouse?***

Press Alt+Enter on the keyboard to return to the document at the location of the insertion point.

***In Ami Pro, you can use floating headers and footers to create multiple headers and footers. Where is this functionality in Word Pro?***

Word Pro doesn't use the term "floating." Instead, you can use sections in Word Pro to create multiple headers and footers. You can continue or discontinue the headers and footers from the previous page in the Create Section dialog box. If you deselect the options, you can create multiple headers and footers in your document. You can also use different headers and footers with each new division you create (Create - Division), or with each new page layout you insert (Text - Insert Page Layout).

***In Ami Pro, you can link documents back to the original style sheet. Can you do this in Word Pro?***

Word Pro does not have an option to link documents back to the original SmartMaster because all the information from a SmartMaster is copied directly into the document. To save newly created paragraph styles to your SmartMaster, you must copy the paragraph styles to the SmartMaster and save the SmartMaster.

1. Open the SmartMaster you want to change.
2. Choose Text - Named Styles - Manage.
3. Click Copy From.
4. Select "Another file."
5. Click Browse and select the file containing the desired paragraph styles.
6. Click OK.
7. Select the paragraph styles to bring over and click Copy.
8. Word Pro may display a message. Choose the appropriate button.
9. Click Close to return to the SmartMaster.
10. When you are ready to save the SmartMaster, choose File - Save.

You can use the same procedure to copy the paragraph styles from the newly modified SmartMaster to other documents you want to change.

***Sometimes, the "Ask the Expert" feature does not return the correct topic. Why is this?***

The "Ask the Expert" feature is context sensitive. The topics that are returned by the query are determined by the text used in the query, and the object that is currently in focus in the document at the time of the query.

For example, if you need to locate topics on frames, be sure that a frame is selected in the document when you query "Ask the Expert".

### ***How do you assign a printer bin to a specific page?***

To assign a printer bin to a specific page that is different from the rest of the document, you must insert a page layout and then modify it.

1. Click on the desired page.
2. Choose Text - Insert Page Layout.
3. Select an option in the "Insert page layout with page style" box.
4. In the "Start page layout" box, select where the new layout should begin.
5. Click Insert & Edit.
6. Select the Margins tab.
7. Click "Use settings from printer driver" to deselect the option.
8. Select an alternate option in the "Printer bin" box.

The settings in the "Printer bin" box are now used for all pages that use the current page layout.

To set different printer bins for each page, you must insert a new page layout and change the printer bin for each individual page. For more information on inserting a page layout, see the online Help.

### ***How do you "reveal codes" in Word Pro?***

The status bar displays the font name, font size, font color, whether a word is bold, italics, and/or underlined, and the style that is assigned to selected text. You can change any of these settings by clicking the corresponding part of the status bar.

The InfoBox is a single place where you can change the properties of text, pages, frames, tables, table cells, headers, footers, columns, OLE objects, and Word Pro drawings.

The InfoBox has features that make your tasks easier.

- You can leave the InfoBox open on your screen while you work in a document.
- You can drag and drop the InfoBox to a different part of the Word Pro workspace.
- When you make a choice in the InfoBox, the text on your screen changes instantly.

If you type your choice in an InfoBox text box instead of selecting a highlighted option, the change occurs only when you tab or click outside the InfoBox.

The Set View Preferences dialog box allows you to control how the document is displayed. This menu allows you to view marks, rulers, grids, and so on. To view the Set View Preferences dialog box, choose View - Set View Preferences.

***How do you insert bullets in the middle of a sentence?***

Word Pro 97 includes a feature that allows you to insert any character at the location of the insertion point.

1. Place the insertion point at the desired location for the bullet.
2. Choose Text - Insert Other - Symbol.
3. Select the font in the "Font" box.
4. Click Insert.
5. Click Done.

More than one character can be inserted when the Insert Symbol box is displayed.

***How do you open multiple documents at the same time?***

With the File - Open box displayed, press **CTRL** and select the desired files.

You can also select a sequence of files by selecting the first file in a list, and then holding down **SHIFT** while you select the last file in the list.

***Is there a way to modify a page number in a Word Pro document?***

Right click on the page number and choose Edit Page Number.

## **Ami Pro macros**

You can use many of the Ami Pro macros in Word Pro. However, some Ami Pro macro functions are not supported in Word Pro. Macros using these functions do not run successfully.

The first time you run an Ami Pro macro in Word Pro, it converts to the Word Pro format. If the macro uses an unsupported function, Word Pro displays a message. If a macro runs without displaying a message, you should test the macro to make sure it provides the results you expect. Specific information about unsupported macro functions and other suggestions for converting macros are available from Lotus Customer Support.

## **Using LotusScript**

You can install LotusScript Help by copying the Help file, WP0W70EN.HLP, from the EXTRAS/HELPPFILE directory on the CD to your Word Pro directory. Because the LotusScript Help file for Word Pro is still under construction, the file that you install is not complete. To obtain the latest version of the Word Pro LotusScript Help file, you can do one of the following:

- Order an updated Help file from customer support.
- Download the updated Help files from CompuServe. See the Support section.
- Download the files from the Lotus Customer Support website. See the Support section.

## **Lotus Dialog Editor**

Lotus provides a newly integrated 32-bit Lotus Dialog Editor for the Word Pro 97 for Windows 95. When you install and run Word Pro for Windows 3.1, you are using the 16-Bit Word Pro Dialog Editor. If you create a script using the Dialog Editor in Windows 3.1, the script will run in the Word Pro for Windows 95; however, the language elements that pertain to the Dialog Editor in Windows 3.1 will not appear in the object browser or online help.

## **Deleted Word Pro LotusScript elements**

The following classes, properties, and methods have been deleted from the Word Pro object model. If you have existing scripts which use these classes, properties, or methods, you will need to modify them.

Most of these elements were deleted due to functionality changes in Word Pro.

AddEnvelopeReturnAddress Property



MacroAppend() Method

AnyOleObjects Property

MacroCancel() Method

Cancel() Method

MacroCompile() Method

ContactUponPermissionDenied Property

MacroQuickPlay() Method

DocTextSize Property



MacroQuickRecord() Method

EditorAttemptingOpen Property

MacroResume() Method

FileProtection Class

MacroRun() Method

FileProtection Property

MakeImportsUntitled Property

FormatCheckAction() Method



MergeContinue() Method

FormatCheckLevel Property

Name Property (LWP Dialog)

FormatCheckReplace() Method

Parent Property (LWP Dialog)

FormatCheckRule Property

RotationAngle Property

FormatCheckSuggestion Property



RunAutoNewMacro() Method

FormatCheck() Method

RunAutoOpenMacro() Method

GetDocDescription() Method

ScriptDataSetCollection Class

GetProtectionType() Method

SpellCheckIncludesOtherTextStreams Property

GetStorageProtectionType() Method



SpellCheckStartsAtBeginning Property

InUseCount Property

TerminateFormatCheck() Method

IsPrintInBackground Property

TOCNumEntries Property

Item("Long")

UnitCollection Class

Item("ScriptDataSet")



UserPassword Property

Item("Twips")

VerificationResult Property

LongCollection Class



## **Hidden Word Pro LotusScript elements**

The following classes, properties, or methods are hidden in Word Pro 97. Hidden elements are obsolete properties, classes, methods, or events. Hidden elements still work in Word Pro 97, but do not appear in the Object Browser or LotusScript class reference Help for Word Pro. If you use a custom install and install the Word Pro type library, these elements also do not appear. You should not use these hidden objects in your applications because they will not be supported in future releases, and will be removed from the Word Pro object model in the future.

Bisect() Method

CalcSmartLevels() Method

ClassName Property

ClearInternalSpellInfo() Method

ClearPopupData() Method

DivideText() Method

DivisionsRequired Property

GetPowerFieldValue() Method

GoToIndexLastItemAccessed Property

GoToItemName Property

GotoPageLoadInBackground Property

GoToPageNumber Property  
GoToSelection Property  
IsParaDemandLoad Property  
IsReplacement Property  
RemovePowerField() Method  
SelectAStyle() Method  
SelectMarker() Method  
SetButtonText() Method  
SetPowerFieldValue() Method  
TextNumber() Method





## **Extras**

Your Word Pro CD has an \EXTRAS directory that contains additional files that cannot be installed using the Word Pro installation program. The \EXTRAS directory includes:

- International proofing tools including: spelling dictionaries, grammar checkers, hyphenation programs, and thesauruses.
- The LotusScript Object Model help for Word Pro.
- The Internet Explorer Internet browser.
- The Netscape Navigator Internet browser.

### **Installing international proofing tools**

Word Pro provides proofing tools for supported international languages. These files are located in the \EXTRAS\LANGUAGE directory of the CD-ROM. You can install these proofing tools by copying them from the CD to the appropriate directory. When you install a proofing tool, it is used automatically when the corresponding international language is used to enter text.

### **Dictionary Hyphenation**

To use international dictionary hyphenation, copy the desired file (listed below) to the Lotus shared spelling directory. See “Finding the Lotus Shared Spelling Directory” in this section for more information.

**To install dictionary hyphenation for...**

**Copy this file...**

Brazilian Portuguese

LOTUSPT2.HYP

Catalan

LOTUSCT2.HYP

Czech

LOTUSCZ2.HYP



Danish

LOTUSDK2.HYP

Dutch

LOTUSNL2.HYP

English

LOTUSEN2.HYP

English Medical

LOTUSME2.HYP



Finnish

LOTUSFI2.HYP

French

LOTUSFR2.HYP

German

LOTUSDE2.HYP

Italian

LOTUSIT2.HYP



Norwegian

LOTUSNO2.HYP

Russian

LOTUSRU2.HYP

Spanish

LOTUSES2.HYP

Swedish

LOTUSSE2.HYP



## Grammar Checkers

If you are using an international language to enter text and would like for the Grammar Checker suggestions, rules, and dialog boxes to appear in that international language, you can install an international language Grammar Checker.

**Note:** Readability statistics, displayed after you run Grammar Checker, are only available in English.

To use an international Grammar Checker, copy the desired file (listed below) to the Lotus shared spelling directory. See “Finding the Lotus Shared Spelling Directory” in this section for more information.

**To install a Grammar Checker for...**

**Copy this file...**

Brazilian Portuguese

LOTUSPT3.IPR

Dutch

LOTUSNL3.IPR

English

LOTUSEN3.GCS



French

LOTUSFR3.IPR

German

LOTUSDE3.IPR

Italian

LOTUSIT3.IPR

Spanish

LOTUSES3.IPR



Swedish

LOTUSSE3.IPR

## Spelling Dictionaries

To use an international spelling dictionary, copy the desired file (listed below) to the Lotus shared spelling directory. See “Finding the Lotus Shared Spelling Directory” in this section for more information.

**To install Spell Check for...**

**Copy this file...**

Afrikaans

LOTUSAF2.DIC

## American and British English

LOTUSEN2.DIC



Australian English

LOTUSAU2.DIC

Brazilian Portuguese

LOTUSPT2.DIC

Catalan

LOTUSCT2.DIC

Czech

LOTUSCZ2.DIC



Danish

LOTUSDK2.DIC

Dutch

LOTUSNL2.DIC

English Medical

LOTUSME2.DIC

Finnish

LOTUSF12.DIC and LOTUSF12.DC2



French

LOTUSFR2.DIC

German

LOTUSDE2.DIC

Greek

LOTUSEL2.DIC

Hungarian

LOTUSHU2.DIC



Italian

LOTUSIT2.DIC

Norwegian

LOTUSNO2.DIC

Polish

LOTUSPL2.DIC

Russian

LOTUSRU2.DIC



Spanish

LOTUSES2.DIC

Swedish

LOTUSSE2.DIC

## Thesauruses

To use an international thesaurus, copy the desired file (listed below) to the Lotus shared spelling directory. See “Finding the Lotus Shared Spelling Directory” in this section for more information.

**To install the Thesaurus for...**

**Copy this file...**

American English

LOTUSEN2.THIS



Brazilian Portuguese

LOTUSPT2.THS

British English

LOTUSBR2.TH5

Catalan

LOTUSCT2.THIS

Danish

LOTUSDK2.THS



Dutch

LOTUSNL2.THIS

Finnish

LOTUSF12.THS

French

LOTUSFR2.THS

German

LOTUSDE2.TH5



Iberian Portuguese

LOTUSIB2.THS

Italian

LOTUSIT2.THS

Norwegian

LOTUSNO2.THS

Spanish

LOTUSES2.THS



Swedish

LOTUSSE2.THS

## Finding the Lotus shared Spelling directory

The Lotus shared spelling directory contains program files and proofing tools that are shared by all Lotus applications.

This directory is normally C:\WINDOWS\LOTUSAPP\SPELL (or a \LOTUSAPP subdirectory of your main \WINDOWS directory).

To find your Lotus shared spelling directory, do the following.

1. From Program Manager, start the File Manager application.
2. Choose File - Search.
3. Type "SPELL" in the "Search For" box.
1. Type "X:\" in the "Start From box" where X is the letter in which your Lotus applications reside.
2. Select "Search all Subdirectories".
3. Click OK.

Windows locates all files and directories named Spell. When the search is complete, identify the correct directory. If more than one directory is named "Spell", the correct one will have "Lotusapp" as the parent directory. If no directories are named spell, you can specify a different drive in the "Start From" box, and try the search again.

## Installing Word Pro Object Model Help

The online help for the Word Pro object model is located in the \EXTRAS\HELPPFILE directory of the CD-ROM. It is not installed as part of the Word Pro default installation. For more information on installing Word Pro object model help, see the "Macros and Scripts" section of this README file.

## Installing the Internet Explorer or Netscape Navigator Browser

You can install the Microsoft Internet Explorer Internet browser, the Netscape Navigator Internet browser, or both. If you install a browser, you can use the Preview in Browser feature provided by Word Pro as part of its Internet Tools.

The installation program for Internet Explorer is located in the \EXTRAS\INTERNET\WIN31\IEXPLORE directory. The installation program for Netscape Navigator is located in the \EXTRAS\INTERNET\WIN31\NETSCAPE directory.

Before installing, you should read the README.TXT file for the desired browser (located in the corresponding directory) for installation instructions and further information.